

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Codes Enforcement Team Leader****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages staff, assists with the preparation for prosecution of violators and acts as a liaison with other agencies and the community. Evaluates and designates areas to be inspected and the method of inspection to be utilized and ensures codes compliance.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Ensures code compliance by evaluating neighborhood conditions, identifying code enforcement needs, consulting with contractors and other agencies, preparing council referral responses and information for testifying in court, monitoring court presentations of subordinates and benchmarking.
2	L	Performs supervisory duties by preparing reports, reviewing subordinate work for accuracy and thoroughness, assigning duties, coordinating activities, forwarding non-housing issues to other agencies, ensuring prioritization of emergency situations, responding to requests for information, scheduling, disciplining, evaluating and developing personnel, setting goals and objectives, serving on multi-agency committees and teams, implementing technical and administrative policies and procedures and assisting with budget preparation.
3	L	Manages code enforcement teams by assigning tasks, scheduling projects for subordinates, coordinating assignments, managing directives, coordinating with other departments, agencies and contractors, assisting with setting goals and objectives and planning timelines.
4	S	Manages the budget by monitoring the budget for the abatement of public nuisance and assisting with budget preparation.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience in management and business planning.
Certifications and Other Requirements	Valid Driver's License, Commonwealth of Virginia One/Two Family Dwelling Inspectors Certifications or State Property Maintenance Inspector Certification.
Reading	Work requires the ability to read materials such as codes, policies and procedures, conference materials, budget or financial data, newspapers, reference text, plans, various reports, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as a basic knowledge of accounting.
Writing	Work requires the ability to write correspondence, various reports, press releases, articles, goals and objectives, recommendations, performance reviews, and budgets.
Managerial	Managerial responsibilities include influencing others toward desired goals and objectives, being visionary by setting goals that inspire subordinates to act and meeting regularly with community lead and others interested in addressing community concerns.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inspecting properties, field work, office equipment
Sitting	F	Computer, desk work, driving, meetings
Walking	F	Inspecting properties, field work, to/from office equipment
Lifting	R	Boxes, office equipment
Carrying	R	Boxes, manuals, office supplies
Pushing/Pulling	O	Chair, desk drawers
Reaching	R	Across desk
Handling	F	Boxes, manuals, office supplies
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, calculator
Kneeling	O	Inspecting properties, packing materials, structure observations
Crouching	O	Inspecting properties, packing materials, structure observations
Crawling	N	
Bending	O	Picking up manuals, inspecting properties, structure observations
Twisting	F	To/from desk to computer, answering telephone
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, writing, structure observations, inspection
Hearing	C	Staff, supervisor, mortgage companies, meetings, telephone, radio
Talking	F	Staff, supervisor, mortgage companies, meetings, telephone, radio
Foot Controls	R	Driving
Other (specify)	N	

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Vehicle, radio, cellular phone, fax machine, pager, measuring tape, electrical tester, tempscribe, camera, video equipment, hand tools, telephone, office supplies, computer, laser or inkjet printer, H.T.E., Standard Microsoft Windows and Office software, Internet, copy machine

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	W
Explosives	N	Wetness/Humidity	M
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) Neighborhoods

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, pepper spray

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)